



DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND  
1777 HARDEE AVENUE SW  
FORT McPHERSON, GEORGIA 30330-1062

REPLY TO  
ATTENTION OF

AFLG-PR

30 April 2002

MEMORANDUM FOR ALL FORSCOM DOCS

SUBJECT: Contracting Information Letter (CIL) 02-22, Semiannual Reporting of the Standard Form (SF) 294, Subcontracting Report for Individual Contracts, and SF 295, Summary Subcontract Report,

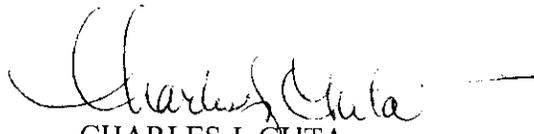
1. This CIL provides guidance for the review and submission of SF 294, Subcontracting Report for Individual Contracts and SF 295, Summary Subcontract Report.
2. Contractors are required to submit the SF 294 to the administrative contracting officer (ACO) semiannually, April 30<sup>th</sup>, October 30<sup>th</sup>, and at contract completion.
3. The ACO should use the information in the SF 294 to monitor contractor compliance with pre-award commitments that are included in their approved subcontracting plans. First, the ACO should determine if the goals included in the "Current Goal" columns are the same as the goals included in the approved subcontracting plan for the current contract period. Second, the ACO should determine if the amounts included in the "Actual Cumulative" column are the cumulative amounts for subcontracting awards since inception of the contract. Lastly, if the contractor's actual performance is significantly below his current year goals, the ACO should check to see if the contractor provided the required explanation in the remarks block. If no, or inadequate explanation is provided, the ACO should consider if the contractor's failure should be documented and made a part of the contractor's performance assessment record, for future analysis of the contractor's small business participation and actual accomplishments.
4. Contractors are required to submit the SF 295 to HQDA semiannually. The due dates are April 30<sup>th</sup> and October 30<sup>th</sup>. The mailing address for submission of the SF 295: HQDA, SADB Office, 106 Army Pentagon, Washington, DC 20310-0106. Contractors are required to provide a copy of each SF 295 to the ACO.
5. Ensure also that the Individual Contracting Action Report (DD 350), which reports obligations on contracts containing approved subcontracting plans are coded "C - Plan Required - Incentive Not Included" in Item D8.
6. In accordance with FFARS 19.706 (100), the ACO shall submit one copy of each SF 294 and SF 295 received to: HQ FORSCOM, ATTN; AFDCG-SB, within 10 working days of the due date for the report.

AFLG-PR

SUBJECT: Contracting Information Letter (CIL) 02-22, Semiannual Reporting of Subcontracting Report for Individual Awards, Standard Form (SF) 294 and Summary Subcontract Report, SF 295

7. It is imperative that contractor compliance with these reporting requirements is monitored. Contract awards that are in part, based upon pre-award commitments, will be documented as part of the contractor's performance assessment record on the contract. Fulfillment of this commitment should also become a part of the contractor's past performance assessment entered into the Army Past Performance Information Management System (PPIMS).

8. For additional information, please contact Ms. Sharon Wilbon, DSN 367-7234, commercial (404) 464-7234 or email [wilbons@forscom.army.mil](mailto:wilbons@forscom.army.mil).



CHARLES J. GUTA  
Colonel AC  
Chief, Contracting Division, DCS, G4  
Principal Assistant Responsible  
for Contracting